

Savings Plan 401(k): Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s compensation.

Deferred Compensation Plan (457): Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s compensation.

Holidays – 11 paid days per year.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest; a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position; and current salary information. Submission should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, field(s) of study and degree(s) earned. Please enclose verification of relevant degree(s), license(s) and certificate(s) together with the resume.
- Information required to determine if the candidate meets the Qualifying Experience & Education requirements and the Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization’s budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

**RESUMES MUST BE RECEIVED BY 5:00 P.M.,
07/13/12**

Electronic submittals are strongly preferred and should be submitted to ttchr@tcc.lacounty.gov. Please indicate the position title of Assistant Treasurer and Tax Collector in the subject line of your e-mail.

For questions please contact:

*NAVJOT KAUR
Kenneth Hahn Hall of Administration
222 N. Grand Avenue – Room 490
Los Angeles, CA 90012
Phone: (213) 974-2178
Fax: (213) 217-4931*

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

County of Los Angeles Child Support Compliance Program:

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Employment Eligibility Information:

Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit ORIGINAL documents within three (3) business days of hiring, which will show satisfactory proof of: 1) identity, and 2) U.S. citizenship or legal right to work permanently in the United States.

Special Information:

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may contact the ADA Coordinator at (213) 974- 2178. Hearing impaired applicants with

telephone teletype equipment may leave messages by calling (800) 735-2922.

Any applicant for County employment who has been convicted of Workers’ Compensation fraud is automatically barred from employment with the County of Los Angeles.

Social Security Act of 2004:

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



**THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

Posted: 06/18/12

**County of Los Angeles
THE DEPARTMENT OF
TREASURER AND TAX COLLECTOR**



**Invites Resumes For
Assistant Treasurer and Tax
Collector,
Tax Collection
(Unclassified)**

**Annual Salary: \$115,016 - \$174,086
(Range 14)**

Filing Period:

06/18/12 – 07/13/12

THE COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous county in the United States with over 10 million residents, and within its boundaries are 88 cities. The County is governed by a five-member Board of Supervisors who is elected on a non-partisan basis and serve four-year terms. As the governing body, the Board serves as both the executive and legislative authority for the largest and most complex county government in the United States.

The County has an annual budget in excess of \$24 billion, and 36 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

TREASURER AND TAX COLLECTOR

The mission of the Los Angeles County Treasurer and Tax Collector is to bill, collect, disburse, invest, borrow, and safeguard monies and properties on behalf of the County, other governmental agencies and entities, and private individuals as specified by law. In addition, the Department provides enforcement, auditing, consulting, education, estate administration, trust accounting, property management and public information services.

The Treasurer and Tax Collector strives to serve its customers by providing timely and accurate services in a manner that is fair, legal, and courteous. To meet our service obligations, we use technical expertise employing modern, innovative, cost-effective, and flexible methodologies.

The Treasurer and Tax Collector seeks to provide an environment which recognizes and rewards employees for their contribution to the accomplishment of the mission.

With the exception of a few operations, all departmental operations are conveniently located in downtown Los Angeles. The Department has a budget of approximately \$75 million and over 500 budgeted positions.

THE POSITION

This unclassified position is one of five Assistant Treasurer and Tax Collector positions. This position reports directly to the Chief Deputy, Treasurer and Tax Collector and assists in the overall management of the Department, with particular responsibility for directing the work of the Department's tax collection operations, including Secured and Unsecured Property Taxes, Delinquent Account Collection Services, Business Licenses and Public Health Licenses. The position has three (3) direct reports and manages a workforce of approximately 200 employees.

KEY RESPONSIBILITIES:

Assists the Treasurer and Tax Collector in the planning, development and administration of the Department's tax collection operations, providing direction through subordinate management staff.

Assists with the development of a uniform Countywide collection program through the consolidation of the collection functions of the various County departments to provide timely and efficient recovery of revenue.

Assists with the development and implementation of changes in organization, staffing, work processing and management information systems to increase effectiveness and efficiency and reduce the administrative costs of the Department in the tax collection effort.

Develops and implements goals and objectives; identifies priorities and resource needs; selects, trains, assigns, and evaluates the performance of managers overseeing major segments of tax collection operations.

Establishes and maintains effective working relationships with other County departments, governmental agencies and the public.

Plans and develops management concepts, objectives, policies, projects, and systems to carry out the work of the Department.

Assists in preparing periodic reports to the Board of Supervisors regarding the accomplishments and ongoing activities of the Department.

May act for the Department Head and/or Chief Deputy in their absence.

QUALIFYING EXPERIENCE & EDUCATION

A Bachelor's degree or higher from an accredited college or university in public administration, business administration, economics, finance, accounting or related field, and five (5) years experience in a governmental or public sector agency managing a complex operation or assisting in the management of a major organizational unit; three (3) years of which must have been at the level of Operations Chief, TTC managing a major organizational unit.

License: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Familiarity with California county government, California revenue and taxation codes, as well as the overall property tax process.
- Familiarity with or experience in state or local government operations.
- Willingness to attend public meetings during non-business hours, including attendance as a speaker, moderator or panelist.
- Experience managing automation efforts including the direction of systems development, maintenance and operations.
- Demonstrated ability to perform management activities, including goal setting, budget management, human resources management, long-term or strategic planning and the formulation, implementation and evaluation of departmental policy.
- Excellent leadership skills including outstanding verbal and written communication skills.
- A high level of demonstrated credibility and integrity. The ability to attract, motivate and retain outstanding personnel.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position.
- Only the most qualified candidates, as determined by the screening process, will be invited to participate in the interview process.
- Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.

COMPENSATION/BENEFITS

COMPENSATION: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-14 (\$115,016 - \$174,086). The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs as detailed below:

Retirement Plan: The successful candidate may choose either a contributory or non-contributory defined benefit plan.

Cafeteria Benefit Plan: The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: Not applicable to County employees who are currently in the Flex Plan.